

## **Position Description**

### **Program Assistant Extension Livestock Program**

**Date:** March 29, 2006  
**Title:** Program Assistant  
**Location:** Renton, WA  
**Appointment:** Temporary, part-time (19 hours per week through December 2006; continuation contingent upon available funding)  
**Pay scale:** \$14 - \$17 per hour  
**Basic Function:** To support educational goals and objectives of the Washington State University King County Extension (WSU KCE), Extension Livestock Program.

### **GENERAL DESCRIPTION**

The goal of the WSU King County Extension Livestock Program is to help livestock owners be better stewards of their livestock and their land. We do this by providing research-based information and education so livestock owners can make informed decisions about managing their animals and natural resources. The program assistant works with Extension Faculty to promote, manage, deliver, and evaluate livestock education programs including workshops, events, demonstrations, field trips, etc.

### **MAJOR RESPONSIBILITIES**

- Plan, organize, implement, and evaluate Extension Livestock Program activities to meet the needs of King County livestock owners.
- Assist in the development and teaching of written and/or visual educational materials for use in educational programs.
- Plan and prepare supplies and services for assigned programs.
- Perform other job-related duties as assigned by the supervising faculty.
- Understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the affirmative action plan, and all pertinent rules and regulations.

### **QUALIFICATIONS**

#### Required:

1. Demonstrated ability to coordinate and facilitate educational workshops and events with attention to detail and organization skills.
2. General knowledge of livestock management, nutrition and animal science.
3. Two years of post high school undergraduate education required.
4. Computer competency (Outlook, Word, Excel, PowerPoint) in a PC networked environment.
5. Possess strong verbal and written communication skills in English.

6. Demonstrated ability to relate to a wide range of people and a willingness to work with people of all economic levels, ages, races, and ethnic backgrounds and with rural and urban audiences is required.
7. Employee may be required to work evenings and weekends as necessary.
8. A valid Washington State Driver's License is required. Ability to drive a personal vehicle with insurance for commuting to assigned areas.

Desired:

1. Bachelors' degree in animal science or agriculture education.
2. Proficiency in MS Office, PowerPoint, InDesign or Adobe PageMaker
3. Web publishing or development skills
4. Demonstrated ability to work independently and collaboratively.

Employment is contingent upon successful Washington State Patrol Screening.

Position is open until filled.

**Send cover letter and resume to:**

**ELP**

**WSU King County Extension**

**919 SW Grady Way, Suite 120**

**Renton, WA 98055**

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**Alternate Formats Available Upon Request**